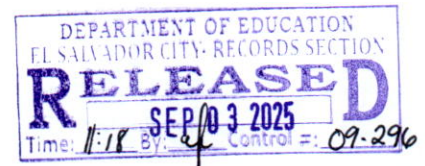




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 29, 2025

DIVISION MEMORANDUM
No. 297, s.2025

REITERATION OF DM NO. 135, S.2025 TITLED SUBMISSION OF SCHOOL FORMS 1,5 & 10 TO THE RECORDS UNIT AND DM NO.056, S.2025 TITLED BACK UP PROCEDURE FOR SCHOOL ACADEMIC RECORD

To: Assistant Schools Division Superintendent
Chief CID & SGOD
Education Program Supervisors
School Records-In-Charge (AO-II)
All Public Elementary and Secondary Schools
This Division

1. In view of the rainy-day season and to ensure protection of school academic records from the adverse effect of possible flood, all elementary and secondary schools are hereby reminded to strictly comply with DM No. 135, s.2025 titled *Submission of School Forms 1,5 & 10 to the Records Unit* and DM No.056, s.2025 titled *Back Up Procedure for School Academic Record*.
2. Moreover, schools are advised to avoid storing its records in disaster-prone areas. In event that the records are damaged due to inevitable flood, kindly submit an incident report to this Office for recording and necessary action.
3. Attached herewith are the copies of the mentioned Division Memorandum for your reference.
4. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

RECORDS SUBMISSION



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

Encl.: As stated
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SUBMISSION RECORDS

OSDS/ERI



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

January 31, 2023

DIVISION MEMORANDUM
No. 056, s. 2023

BACK UP PROCEDURE FOR SCHOOL ACADEMIC RECORDS

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary and Secondary Schools
School Records Custodian
All Others Concerned
This Division

1. To protect the valuable academic records of the learners from accidental erasure, disaster, or system malfunctions, schools are required to establish a backup procedure as protective measure for the possible occurrence of the abovementioned events.
2. Schools may use disks, hard drive, or cloud-based storage service such as google and one drive. The schools may opt to back up the files daily, weekly, or monthly.
3. Only duly authorized personnel such as the school head and designated school record custodian shall have the sole access to the backup files. School heads must ensure to restrict its access and sharing options especially on cloud-based storage.
4. Moreover, if the school opted to use cloud based storage, the official DepEd email account of the school or the school head must be used.
5. This memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

OSDS/EMR



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

6. For information, guidance, and compliance.


VICTOR G. DE GRACIA JR., Ph.D. CESO V
Assistant Regional Director
Concurrent Schools Division Superintendent



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